

☐ IDAPA RULE ☐ IDAPA FEE ☒ BOARD ACTION REQUIRED
☐ BOARD POLICY ☐ INFO ONLY, NO ACTION REQUIRED

AGENDA ITEM
Idaho Park and Recreation Quarterly Meeting
February 23-24, 2022
IDPR Headquarters
5657 Warm Springs Ave.
Boise, ID 83716

AGENDA ITEM: Supplemental Grant Standards Policy Update

ACTION REQUIRED: Board Action Required

PRESENTER: Kathy Muir, Grant Program Manager

BACKGROUND INFORMATION:

The Supplemental Grant Standards Policy #5020 contains match requirement information for motorized equipment. The temporary IDAPA rules currently in place include the updated minimum match requirements for state grant projects and motorized equipment purchases. This edit removes the match information from the policy document. Staff is also proposing adding the policy language for the Mountain Bike License Plate Fund that the Board adopted November 2014.

Proposed changes to current policy are attached to this agenda item.

STAFF RECOMMENDATIONS:

Staff recommends updating policy to align with recent changes to IDAPA.



Supplemental Grant Standards

Effective date: **DRAFT**

Policy #: 5020

1. Purpose:

The purpose of this policy is to detail three supplemental standards as set by the Board relative to the Department grant programs.

2. Scope:

All Department employees are expected to comply with—and will be held accountable to—the standards in this policy.

3. Responsibility:

The financial officer is the owner of this policy and oversees the grant process through the state and federal grant manager. The owner is responsible for reviewing and updating the policy to reflect current laws, needs, and strategic initiatives. The Board must approve any amendments to this policy.

4. Standards and Procedures:

4.1. Definitions

Board: The Idaho Park and Recreation Board.

Department: The Idaho Department of Parks and Recreation.

Employee: A person employed by the Department, including volunteers.

~~4.2. Matching Requirement for Motorized Equipment~~

~~For motorized equipment purchases in the recreational vehicle, off-road motor vehicle, recreational trails program, and motorbike recreation grant programs, the match must be at least 50% for equipment valued at over \$1,000 each and under \$50,000 each.~~

~~4.3. Matching Requirement for Waterways Motorized Equipment~~

~~For motorized equipment purchases in the waterways improvement fund grant program, the match must be at least 25% for equipment valued less than or equal to \$50,000. The match must be at least 20% for equipment valued above \$50,000.~~

4.4. Road and Bridge Funds

Each year, 50% of the road and bridge funds will be made available for Department projects. The remaining 50% will be distributed through the road and bridge grant program to projects that benefit snowmobiling, off-highway vehicle use, or boating.

4.5. Mountain Bike License Plate Fund

Program based on following structure:

1. Eligible applicants shall be governmental agencies, Native American Tribes, and non-profit entities.
2. Grants awarded for motorized equipment shall be limited to \$10,000.
3. Match for motorized equipment shall follow IDAPA 26.01.31.200.02 pertaining to minimum requirements.
4. The Recreational Trails Program Advisory (RTP) Committee will evaluate and rate the applications as a separate program.
5. IDPR reserves the right to determine whether sufficient funds are available to distribute and may not award projects annually.

5. Revision History:

1. Supersedes Board policies: *SFA 8:03 Matching Requirement for Motorized Equipment; SFA 8(a):05 Matching Requirement for Waterways Motorized Equipment.*
2. Revised by PS&ES on. Added detail to section 4.2.
3. Approved by Board on 9/13/2017.

6. References:

1. None

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AGENDA ITEM
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AGENDA ITEM: Grant Conversion Policy 5040 Update
ACTION REQUIRED: Board Action Required
PRESENTER: Kathy Muir, Grant Program Manager

BACKGROUND INFORMATION:

Currently the temporary IDAPA rule for conversions in the state grant program identifies that Board approval is required to resolve an issue. IDPR Policy 5040 contradicts that language by stating the procedure to relieve a project sponsor from their commitment falls upon a unanimous vote from the director, grant manager, and associated committee member for the grant program.

Proposed changes to current policy are attached to this agenda item. For reference, below is current and previous IDAPA:

CURRENT IDAPA

450.PROJECT CONVERSIONS.

No grant funded project may, without the prior written approval of the Board, be converted to uses other than for the authorized purposes specified in the original grant application or grant agreement. (7-1-21)T

PREVIOUS IDAPA

350.PROJECT CONVERSIONS.

No grant funded project shall, without the prior written approval of the Board, be converted to uses other than for the authorized purposes specified in the original grant application or grant agreement. (4-11-06)

01. Approval of a Conversion. The Board shall approve a conversion only when the grant moneys spent on the project can be returned to the appropriate grant fund or the grantee can provide an immediate substitution of other projects of at least equal current fair market value and of reasonably equivalent recreational usefulness and location. (4-11-06)

02. Resolving a Conversion. If there is a project conversion, the grantee is responsible for repaying the appropriate grant fund an amount determined by investment amortization through use, project life expectancy, and depreciation or appreciation of the facilities or equipment. (4-11-06)

03. Conversion Requests. Project conversion requests shall be in writing by the grantee prior to any conversion attempts. (7-1-99)

Either IDAPA or Policy should identify the process for staff to follow to resolve state grant conversion issues.

STAFF RECOMMENDATIONS:

Staff recommends updating policy to align with IDAPA.



Grant Conversions

Effective date: **DRAFT**

Policy #: 5040

1. Purpose:

The purpose of this policy is to establish procedures to evaluate conversions of state-funded grant projects.

2. Scope:

All Department employees are expected to comply with—and will be held accountable to—the standards in this policy.

3. Responsibility:

The state and federal grant manager ~~financial officer~~ is the owner of this policy and oversees the grant process ~~through the state and federal grant manager~~. The owner is responsible for reviewing and updating the policy to reflect current laws, needs, and strategic initiatives. The Board must approve any amendments to this policy.

4. Standards and Procedures:

4.1. Definitions

Board: The Idaho Park and Recreation Board.

Conversion: The act of changing the use of a recreation facility created through state grants funds (in whole or in part) to a use not stated in the original grant purpose.

Department: The Idaho Department of Parks and Recreation.

Director: The Idaho Department of Parks and Recreation Director or designee.

Employee: A person employed by the Department, including volunteers.

Grantee: An applicant who receives a grant from the Department for the programs or funds as described in Section 050 of IDAPA 26.01.31.

4.2. Relief from Commitment

All current grant applications ~~now~~ state the expected duration of the potential projects. ~~Prior to 2009, the applications did not include the expected duration; those projects are therefore presumed to last in perpetuity.~~ Grant award winners are expected to keep and maintain ~~that~~ projects for the expected duration. At times past grant recipients seek relief from this commitment. If an applicant requests relief from that commitment, staff should evaluate the useful life expectancy of a project.

The procedure to request relief will be as follows:

1. The past grant recipient must provide the state and federal grant manager a detailed justification for why they need relief from their previous commitment.
2. The state and federal grant manager will research and verify the details of the justification and will make a recommendation regarding the request.
3. The state and federal grant manager will present a recommendation to the Board at a public meeting for consideration. ~~email the recommendation and justification to the Director and the associated committee member representing the grant type. If necessary, the state and federal grant manager will schedule phone calls or meetings to discuss the request.~~
 - If there is a project conversion, the grantee is responsible for repaying the appropriate grant fund an amount determined by investment amortization through use, project life expectancy, and depreciation of appreciation of facilities or equipment.
4. Per IDAPA 26.01.31.450, prior written approval of the Board is required for a project conversion, therefore the Board must take action to complete the process.
5. ~~Upon unanimous vote of all three reviewers (the Director, the associated committee member, and the state and federal grant manager) the request may be approved to relieve the applicant of the duration of the original application.~~
6. All documentation regarding the request should be stored in the original grant file and noted in the grant program data base.

5. Revision History:

1. Supersedes Board policy: *SFA 11:09 Amortization of Grants*.
2. Revised by PS&ES on 10/17/2016. Moved to new format and edited for detail.
3. Approved by Board on 2/8/2017.

6. References:

1. None

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